

Knox Regional Communications Center Executive Board

Wednesday
September 13, 2017
3:00 p.m.

A meeting of the Executive Board of the Knox Regional Communications Center took place on **Wednesday, June 14, 2017 at 3:00 p.m.** in the Knox County Emergency Management Agency Office.

Executive Board members in attendance: Camden Fire Chief Chris Farley; Adam Miceli, Rockland Fire/EMS; Craig Cooley, Rockport Police Department; Jesse Thompson, Union EMS; and Ruston Barnard, Rockland Fire/EMS; and Knox County EMA Director Ray Sisk. **Members absent:** *Rockland PD Deputy Chief Chris Young.*

Others in attendance: County Administrator Andrew Hart, Knox Regional Communications Director Linwood Lothrop, and Administrative Assistant Candice Richards.

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| I. | 3:00 | Meeting Called To Order |
| II. | 3:01 | Action Items: <ol style="list-style-type: none">1. Approval of Board Minutes of June 14, 2017. |
| III. | 3:05 | Discussion Items: <ol style="list-style-type: none">1. Update on Newer Employees2. Update of Supervisor Position3. Update on Deputy Director Position4. Review of 2018 Communications Budget Draft. |
| IV. | | Other Business |
| V. | | Adjourn |

I. Call to Order

The meeting was called to order by Chair Chris Farley at 3:13 p.m.

II. Action Items

1. Approval of Minutes of June 14, 2017.

- Craig Cooley motioned to approve the minutes. Rusty Barnard seconded the motion. A vote was taken with all in favor.

III. Discussion Items

1. Update on Newer Employees.

New-hire Jessica Ward from New Hampshire has filled the last remaining open dispatcher position. She's on her second week of training and it is going very well so far. The only other open position in the KRCC is the second supervisor position.

2. Update of Supervisor Position.

Director Lothrop is hoping to have the position filled in the next few months.

3. Update on Deputy Director Position.

Director Lothrop explained that the deputy communications director position is being put in the 2018 budget proposal draft. In the meantime, Airport Security Supervisor Sgt. Wally Tower is going to work

in dispatch on a temporary basis to perform that function, starting on the 18th for a few months. Wally will be helping Stephanie Gibbs with supervisory duties and work with all of the employees to improve morale and conditions in the Center. Like last year, there will likely be opposition from the Budget Committee. He asked the Executive Board to attend the budget meetings and support the position. Due to the Committee's believe that the position wasn't necessary, the Committee cut \$40,000 from the KRCC budget, effectively eliminating the deputy communications director position. He said that if the Committee is going to continue blocking funding the position, he would request to change the position back to a dispatcher position (which had been approved in a prior budget year) and getting that filled.

Wally Tower will be asked to attend the next Executive Board meeting in October so he can give the Board an update on the progress and what else needs to be done.

4. Review of 2018 Communications Budget Draft.

Director Lothrop gave an overview of the first draft of his 2018 budget.

- The jump in \$19,000 in overtime is because when finance combined overtime lines she omitted one of the lines (holiday overtime). Even though the Center has more employees now, there is still a lot of overtime that gets used to cover vacations of senior employees, and to cover all of the "special details" that the Sheriff's Office does, as well as events like the Union Fair and the Lobster Festival.
- Health insurance is up 14% but that's an estimate – the final figures aren't available yet.
- Capital items – will be funded out of the undesignated funds so they won't be increasing the budget.
 - Replace the 6 workstations since they are 5 years old and need to be replaced.
 - Replace monitors with split screen capability which the dispatchers need.
 - 2 battery backups for Ragged Mountain. One exploded this year and another failed, so there is only one up there now. They normally last 4 years.
 - Avtec Mini Console Software that would go on a laptop computer and through the internet connection (IP) dispatch staff able to replicate four operating frequencies when working in the EOC without using EMA's frequencies. Center staff will also be able to use it if Knox needs to provide support to another county or the command trailer. It allows the laptop to effectively become a dispatch console with designated radio frequencies.
 - Redundant microwave path.
 - Remote IP monitor – Tenants Harbor site – allows the County to do remote monitoring of RF outputs. It saves time and money if the techs can show up already having what they need to fix the problem because the County is able to find out the issue before the techs go to the site.
 - Paging Encoder for the mobile comm. trailer because currently, dispatchers can't tone fire departments out of the trailer so this will give the trailer that ability.

Director Lothrop briefly reviewed his 5 year plan for capital improvement for Communications.

Director Lothrop discussed that one of the things he is considering using some of his undesignated fund balances for is the possibility of using it to help the municipalities get their radios upgraded to digital. He said that he is going to send out a survey to all fire and EMS agencies and ask for a radio inventory of all radios and portables that were purchased by the town (not what was purchased by individuals) so he can determine the total count in the County. That way, he can look at what it would cost to move everybody to the digital environment at the same time. The County already has the infrastructure in place; everybody just needs the right radios. He said that he has looked into grant possibilities, but unfortunately he didn't find a lot of opportunities for grants. Once he gets all the responses back from the agencies, he'll bring it to the Executive Board to see how the Board would like to proceed.

Administrator Hart asked Director Lothrop about the possibility of moving the purchase of a generator and the base repeater into 2021 so that the amounts being spent each year on capital would equal out a little more so there wouldn't be a spike in 2021. Director Lothrop said he could look at that. He

commented that he had asked Bruce Marcus to give the Executive Board a report of future repeater needs so he was hoping to get that soon.

IV. Other Business

Budget Review

October 26th is the night the Budget Committee and Commission are reviewing the KRCC budget draft.

Schedule next meeting

October 18th at 3 p.m. at EMA / Users Group meeting will happen directly afterwards at 4 p.m.

V. Adjourn

- Craig Cooley motioned to adjourn. Adam Miceli seconded the motion. A vote was taken with all in favor.

Meeting adjourned at 4:23 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant